

IDAHO STATE DEPARTMENT OF EDUCATION
Office of Adult Basic Education
Bureau of Certification/ Professional Standards and Adult Services
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TO: Federally Funded Adult Education Program Directors

FROM: Cheryl Engel, Adult Basic Education and GED Coordinator
Bureau of Certification/Professional Standards and Adult Services

DATE: March 1, 2006

SUBJECT: Idaho Adult Basic Education Extension Application for FY 07.

The State Department of Education is pleased to forward you the 2006-2007 continuation application for the Idaho Adult Basic Education supported under the Adult Education and Family Literacy Act, Title II of the Workforce Investment Act.

Since the Workforce Investment Act was not reauthorized last year, the Idaho State Department of Education will exercise its option to extend current grants for an additional year. Year-end evaluations will ensure that all projects have met the standards established by the eligible entity and that all goals have been achieved. Projects not meeting the established standards will be identified for Department intervention.

The continuation application for July 1, 2006 - June 30, 2007 may be accessed at the Department's web-site: adult education at <http://www.sde.state.id.us> (On the menu, Click onto "Education" and "Programs")

The application(s), as applicable, must be received by the State Department of Education no later than **May 31 2006. Faxed or emailed copies of the application(s) will not be accepted.**

Please call Cheryl Engel at (208) 332-6933 if you require additional information.

Applications may be mailed or delivered to:

Cheryl Engel
Idaho State Department of Education
Bureau of Certification/Professional Standards and Adult Services
PO Box 83720
Boise, Idaho 83720-0027

We are pleased to make this opportunity available and look forward to receiving your application.

**IDAHO STATE
DEPARTMENT OF EDUCATION**

OFFICE OF ADULT BASIC EDUCATION

Bureau of Certification/Professional Standards and Adult Services

IDAHO ABE CONTINUATION APPLICATION FOR 2007

Program Improvement Project

July 1, 2006 - June 30, 2007

Application Due: May 31, 2006

IDAHO STATE DEPARTMENT OF EDUCATION

Cheryl Engel
Adult Education and GED Coordinator

IT IS THE POLICY OF THE IDAHO STATE BOARD OF EDUCATION THAT NO PERSON SHALL BE EXCLUDED FROM PARTICIPATION IN, DENIED THE BENEFITS OF, OR OTHERWISE DISCRIMINATED AGAINST UNDER ANY PROGRAM, INCLUDING EMPLOYMENT, BECAUSE OF RACE, COLOR, RELIGIOUS CREED, SEX, AGE, OR NATIONAL ORIGIN.

**2006-2007 ADULT EDUCATION PROGRAM CONTINUATION APPLICATION
WORKFORCE INVESTMENT ACT, TITLE II
ADULT EDUCATION AND FAMILY LITERACY**

GENERAL INFORMATION

A. Introduction/Purpose

The State Department of Education is pleased to extend currently funded Adult Basic Education program grants for the period July 1, 2006 through June 30, 2007. Year-end evaluations must ensure that all projects have met the standards established by the eligible entity. Projects not meeting the established standards may receive technical assistance or may have its funding reduced.

The guiding principles of the law are those of partnership, flexibility, accountability, and improved quality of services. The purpose of Title II – Adult Education and Family Literacy Act is to create partnerships to:

- assist adults to become literate and obtain the knowledge and skills necessary for employment and self-sufficiency;
- assist adults who are parents to obtain the educational skills necessary to become full partners in the educational development of their children; and
- assist adults in the completion of a secondary school education.

B. Grant Awards

THE LEVEL OF AVAILABLE DOLLARS MAY BE REDUCED BASED ON THE ALLOCATION OF FEDERAL FUNDS. GRANTS ARE NOT FINAL UNTIL THE AWARD LETTER IS EXECUTED. The State Department of Education reserves the right to make grant and contract awards under this program without discussion with the applicant. Continuation applications should represent the applicant's best effort from both a technical and cost standpoint.

C. Matching Funds

Applicants must provide a minimum of 25 percent (25%) in matching funds for all federally funded programs. Matching funds may include expenditures from state, local and other non-federal sources for adult education programs, services and activities, as defined in the Adult Education and Family Literacy Act. Matching funds may be cash or in-kind but must be able to be clearly documented.

D. Administrative Costs

According to the Workforce Investment Act, Title II: "Adult Education and Family Literacy Act," at least 95 percent (95%) of an eligible recipient's federal grant award must be expended for adult education instructional activities. The remaining amount, not to exceed 5 percent (5%), may be used for local administrative costs, including planning, administration, evaluation, personnel development, and coordination. In cases where the administrative cost limit is too restrictive and would provide insufficient funds for the aforementioned non-instructional purposes, a grant applicant may submit a written request to the ABE Coordinator, Bureau of Certification/Professional Standards and Adult Services to negotiate a higher administrative funding level.

APPLICATION GUIDELINES AND REQUIREMENTS

A. Application Cover: A model for the format of the cover page is provided. The cover page must contain all required information.

B. Application Narrative: The narrative includes the questions that should be described. They are the major components of the program design. You are only required to add new information. If the information under the question remains the same as last year, it is not necessary to respond to that question. Any changes from the previous year of the project should be noted.

C. AIDDE Continuous Program Improvement Project: The AIDDE process includes an Analysis of 2004-05 program data, Identification of the problem you plan to study this year, Design of process, Documentation of results, and Evaluation of the process.

D. Indicators of Performance: The State Department of Education (SDE) is in the process of renegotiating performance levels for FY07 with the U.S. Department of Education for each of the core indicators. It is expected that the indicator percentages will change; however, they are included for your consideration and planning.

E. Budget and Budget Narrative: Using the budget format, prepare a budget for federal project costs for the period of July 1, 2006 to June 30, 2007. A detailed line item budget narrative must accompany the proposal. It must identify all costs associated with the project and support the project purpose and objectives.

The proposal must provide assurance that federal funds will not be co-mingled with state or local funds. Costs proposed are to be those which are above and beyond normal operational costs and must be attributed to the project described in the proposal. Local matching funds of 25% percent must be provided for all projects. Applicants anticipating administrative costs in excess of 5 percent (5%) must submit a request to negotiate a waiver with their proposal.

F. Certifications: One of the three (3) copies of the proposal must bear the original signature(s) of the authorized official(s) of the applicant on the Certification Regarding Debarment and Suspension, and the Certification Regarding Drug-Free Workplace Requirements (Appendix H).

G. Statement of Assurances: One of the three (3) copies of the proposal submitted must bear the original signature(s) of the authorized official(s) of the applicant on the Statement of Assurances (Appendix I).

H. Use of Faxed Copies: Facsimile ("Faxed") copies of proposals will not be accepted. Only applications with the original signatures will be accepted as timely filed. The application must be received by the State Department of Education no later than **May 31, 2006**.